

STUDENT SERVICES

AP 5031 INSTRUCTIONAL MATERIALS FEES

References:

Education Code Section 76365;
Title 5 Sections 59400 et seq.

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

DEFINITIONS:

- **Instructional and Other Materials:** Any tangible personal property which is owned or primarily controlled by an individual student.
- **Tangible Personal Property:** Includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.
- **Required Instructional and Other Materials:** Any instructional and other materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
- **Solely or Exclusively Available from the District:** The material is not available except through the District or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.
- **Required Instructional and Other Materials which are of Continuing Value Outside of the Classroom Setting:** Materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

Date Approved: April 8, 2008

(Replaces current Palomar College Policy 403.3)

34 **Establishing Required Materials and Related Fees**

35 The need for an instructional material fee is determined by the discipline faculty in
36 consultation with the department chair, the division dean, and staff in the Office of
37 Instructional Services. The instructional material fee is assessed if it complies with the
38 definitions above.

39 All instructional material fees are published in the class schedule. The fees are paid to
40 the Bookstore or the Cashier's Office, and the materials are provided by the department
41 or by the Palomar College Bookstore.

42 Office of Primary Responsibility: Instructional Services